

Plant Decommission Check List

1. Prior to the Last Day of School

- a) ☐ As soon as the weather permits, shut down boilers, (do not drain)
- b) ☐ Inventory custodial supplies tools and equipment
- c) ☐ Gather up unneeded custodial equipment and supplies and place in a convenient location or move to receiving school
- d) ☐ Send all unneeded grounds equipment (snow blowers etc.) to the Maintenance shop
- e) ☐ Collect all master keys from staff
- f) ☐ Gather all water and asbestos documentation and test results
- g) ☐ Turn off electrical heaters
- h) ☐ Turn all thermostats to minimum setting
- i) ☐ Post a copy of the fire plan in the main office
- j) ☐ Assess all playground equipment
- k) ☐ Assess school site accessibility and need for additional security fencing

2. After the Last Day of School

- a) ☐ Empty all garbage
- b) ☐ Empty and unplug all refrigerators
- c) ☐ Disconnect all electrical appliances (stoves, coffee makers, microwaves)
- d) ☐ Secure roof access doors/ hatches
- e) ☐ Secure all windows (interior/exterior), doors and outside storage buildings
- f) ☐ Remove outside garbage cans, sand storage boxes, etc.
- g) ☐ Remove all large garbage lift bins
- h) ☐ For rural schools, shut off all water fountains and post do not use signs throughout the school
- i) ☐ Turn off school bells
- j) ☐ Remove flags
- k) ☐ Do not remove the computer for the heating system
- l) ☐ Remove Board Star Logos
- m) ☐ Turn off hot water tanks
- n) ☐ Turn off exhaust fans

- o) ☐ Turn off water fountain coolers
- p) ☐ Check sump pumps
- q) ☐ Turn off crawl space lighting
- r) ☐ Check/set exterior lighting timers
- s) ☐ Inventory and develop a plan for removal of all chemicals
- t) ☐ Cancel all phone lines and data services except the emergency phone located
in office
- u) ☐ Change all current alarm codes for the school
- v) ☐ Change grand master entrance lock and disable all other
exterior access door locks
- w) ☐ Remove and redeploy all playground equipment
- x) ☐ Remove Garden plants
- y) ☐ Provide information signage and answering machine
- z) ☐ Lock out elevator, if present
- aa) ☐ Facility shall be kept clean and orderly for walk through potential sale tours